

MINISTRY WITH
COMMUNITY

JOB POSTING
Part-Time Front Desk Position
September 17, 2014

Position Objective:

Under the general direction of the Front Desk Manager, assist in providing a welcoming environment for people struggling with homelessness, poverty, mental illness, addiction and other personal crises. Candidates should possess a high level of patience and customer service skills and provide an environment of dignity and respect.

Hours: will vary; facility is open 6:30 a.m. - 5:30 p.m. seven days/week

Core Competencies: Must demonstrate competence in the following areas: Action Oriented; Learning on the Fly; Dealing with Ambiguity; Command Skills; Understanding Others; Composure; Integrity & Trust.

Responsibilities:

- Works to establish appropriate relationships with our members (those we serve) in order to best serve their needs.
- Assists members, volunteers, and donors at the front desk.
- Complete daily stocking and cleaning tasks.
- Ensure an environment of dignity and respect for all individuals.

Desirable Characteristics:

- Excellent people skills: approachable, good listener, relates well to all types of people
- Experience working with diverse populations
- Able to handle stressful situations effectively and patiently
- Demonstrated ability to communicate, both verbally and in writing
- Understanding and compassion towards people experiencing poverty, substance abuse, and mental illness
- Ability to be on one's feet for extended periods of time

Wage: \$8.50/hour

Specific requirements: This position has some special requirements including mandatory drug screening and background check.

To apply: Please submit written letter of interest and resume to: Front Desk Manager, 440 N. Church Street, Kalamazoo, MI 49007 or email admin2@ministrywithcommunity.org

NO PHONE CALLS, PLEASE

Deadline: Until filled

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M/F/D/V